

# NEWLAND EXPRESS TRANSPORT – Safe Work Procedure

## TAIL LIFT OPERATION

**DO NOT use this equipment unless you have been instructed in its safe use and operation and have been given permission**

### PERSONAL PROTECTIVE EQUIPMENT



## How to operate the Tail Lift safely

Familiarise yourself with the tail lift controls before operation. If in doubt ASK!

Before operating the tail lift mechanism, make sure the vehicle is parked and positioned on level ground.

Take care to make sure that the tail lift operation does not endanger yourself or the public.

Be aware of your surroundings and those around you.

Check that the tail lift is fully operational with no defects before lowering or lifting goods.

**DO NOT** place any part of your body or clothing in the mechanism at any time.

Check designated weight of consignment before attempting to move it. Does this exceed the maximum weight allowed on your tail lift including yourself and other equipment?

If the answer is yes, **DO NOT** proceed with the activity and contact your office to make other arrangements for the delivery.

**ALWAYS** keep the tail lift platform level when lowering or lifting, making sure the operation is free from obstruction.

Observe the platform at all times during lowering or lifting in case of a sudden need to stop the operation.

When unloading palletised goods, make sure the platform is fully raised and level before moving the goods onto the tail lift.

Using the pallet truck supplied, manoeuvre the palletised goods carefully to a central position on the tail lift. Lower the pallet truck so that the pallet sits on the platform and secure the pallet truck.

**DO NOT** lower the tail lift while the goods are still suspended by the pallet truck.

Use the controls supplied to lower the goods on the pallet to the ground, positioning yourself safely and securely with all body extremities and clothing away from trap hazards.

Before offloading, ensure the ground is flat and stable enough to take the weight of the palletised goods.

During offloading, keep a look out for any other immediate dangers to yourself or the public at all times.

When manoeuvring the goods on the pallet truck, always look in the direction you are travelling whether on the ground or on the rear of the vehicle.

When the tail lift is in use, always keep the vehicle curtains shut and strapped to prevent any accidental falls from the sides of the vehicle.

After the delivery has been made, repeat the procedure in reverse i.e. ascending rather than descending.

Make sure the tail lift and pallet truck are safely stowed and secured along with any other goods on the vehicle.

**SAFETY FIRST! If in doubt DO NOT PROCEED!**